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TWO	5	11	10/01

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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## ALL ARIZONA MUNICIPALITIES

Function:

Clerk, Municipal

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Minutes of council meetings including agendas		-	-	Perm	Preserve pursuant to A.R.S. §39-101
2	Minutes of council executive sessions (confidential)		-	-	3	After date of the meeting (recommend <b>not</b> audio or video recording)
3	Minutes of meetings of other decision making bodies		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Minutes of meetings of advisory or study committees (non-decision making bodies)		-	-	3	After calendar year prepared
5	Audio and video recordings of open meetings:					
	a. Council meetings		-	-	3mo	After minutes are transcribed and accepted
	b. Other meetings with transcribed minutes		-	-	3mo	After minutes are transcribed and accepted
	c. Other meetings where the recording is considered the minutes				3	After date of the meeting
6	Council Packets		-	-	-	After administrative value is served
7	Meeting notices		-	-	2	After date of meeting
8	Mayor's annual speech or report to council		-	-	Perm	Preserve pursuant to A.R.S. §39-101
9	Ordinances (municipal codes)		-	-	Perm	Preserve pursuant to A.R.S. §39-101
10	Resolutions		-	-	Perm	Preserve pursuant to A.R.S. §39-101
11	Proclamations		-	-	2	After issued
12	Charter, amendments and incorporation files		-	-	Perm	Preserve pursuant to A.R.S. §39-101

Supersedes Schedule Dated:  
September 15, 1999

Approved by:

X *Gladys M. Wells*  
Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001

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# RECORDS RETENTION AND DISPOSITION SCHEDULE

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## ALL ARIZONA MUNICIPALITIES

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
13	Code books: a. Municipal codes (see Ordinances) b. Uniform codes		-	-	- Perm 5	Preserve pursuant to A.R.S. §39-101 After codes revised
14	Franchises, licenses, etc. (utilities, cable TV, etc.)		-	-	6	After expired or revoked
15	Licenses/permit files: a. Liquor b. Continuing activities c. Single event		- - - -	- - - -	2 3 3	After calendar year of council recommendation After expired and not renewed After issued
16	Contracts: a. Real estate or construction b. Goods and services c. Individual employment d. Lease purchase of equipment e. Equipment lease (no purchase)		- - - - -	- - - - -	3 6 6 3 6	After asset disposed of (but no less than 6 years after acquisition) After expired, canceled or revoked After expired, canceled or revoked After asset disposed of (but not less than 6 years after acquisition) After expired, canceled or revoked
17	Intergovernmental agreements (IGAs)		-	-	6	After expired, canceled or revoked
18	Insurance policies and files		-	-	6	After expired, canceled or revoked
19	Public notices and affidavits of publication		-	-	2	After calendar year of public meeting
20	Deeds		-	-	3	After fiscal year property is disposed of
21	Abandonments		-	-	Perm	Preserve pursuant to A.R.S. §39-101
22	Easements		-	-	Perm	Preserve pursuant to A.R.S. §39-101
23	Subdivision plats (recorded copies)		-	-	Perm	Preserve pursuant to A.R.S. §39-101

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## ALL ARIZONA MUNICIPALITIES

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
24	Bond files		-	-	3	After fiscal year bond is paid or retired
25	Municipal budgets: a. Approved and appropriated budget		-	-	Perm	File with minutes adopting budget <b>Send a copy of this budget to ASLAPR, Research Division</b>
	b. Working files including dept. requests, supporting documents, etc.		-	-	3	After Fiscal year submitted
26	Bequests (gifts documentation showing municipal ownership)		-	-	3	After asset is disposed of (not less than 6 years after acquisition)
27	Special/improvement district bond issues files		-	-	3	After bond issue retired
28	Sales tax reports		-	-	3	After prepared or received
29	State compensation reports		-	-	4	After fiscal year prepared
	<b>NOTE: The following (30 – 42) are election records. Refer to A.R.S. §9- 821 and §16-403.</b>					
30	Nomination papers and petitions (required pursuant to A.R.S. §§ 16-311, 16-312 and 16-314)		-	-	2	After election
31	Official election returns (required pursuant to A.R.S. §16-615)		-	-	6mo	After election
32	Unofficial election returns (required pursuant to ARS §16-616)		-	-	6mo	After election
33	Election signature rosters (required pursuant to A.R.S. §16-617)		-	-	6	After election
34	Election precinct registers (required pursuant to A.R.S. §16-617)		-	-	6mo	After election
						<b>Supersedes Schedule Dated: September 15, 1999</b>

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## ALL ARIZONA MUNICIPALITIES

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
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35	Election Abstracts of vote (required pursuant to A.R.S. §16-618		-	-	6mo	After election
36	Election condensed abstracts of vote (required pursuant to A.R.S. §16-619)		-	-	6mo	After election
37	Tabulation of condensed abstracts (required pursuant to A.R.S. §16-620)		-	-	6mo	After election
38	Election official canvass (required pursuant to A.R.S. §16-646		-	-	2	After election. Forward certified permanent copy to the mayor, council or legal designee immediately following election.
39	Statements of contributions and expenditures by candidates at primary elections (required pursuant to A.R.S. §§ 16-905 – 16-907)		-	-	3	After term of office if elected, after election if not elected
40	Reports of collections and expenditures by campaign committee or other club or person (required pursuant to A.R.S. §§ 16-609; 16-914)		-	-	3	After term of office if elected, after election if not elected
41	Statements of contributions and expenditures by a candidate at general or special elections (required pursuant to A.R.S. §16-913)		-	-	3	After term of office if elected, after election if not elected
42	Statements of collections, contributions and expenditures for a statewide referendum or initiative (required pursuant to A.R.S. §16-916)		-	-	3	After election
43	Oaths of office and loyalty oaths		-	-	5	After term of office expires or employment terminates
44	Financial disclosure statements filed pursuant to A.R.S. §38-545		-	-	2	After last term of office served

Supersedes Schedule Dated:  
September 15, 1999

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*X Gladys Ann Wells*  
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45	Petitions and complaints including unsolicited		-	-	3	After received
46	Cemetery interment records		-	-	Perm	Preserve pursuant to A.R.S. §39-101
47	Legal opinions (official copy at attorney's office)		-	-	10	After issued
48	Progress/activity reports received from various municipal agencies		-	-	2	After calendar year received
49	Municipal annual report (official copy)		-	-	Perm	Preserve pursuant to A.R.S. §39-101 <b>Send a copy of this report to ASLAPR, Research Division</b>
50	Annexation files: a. Recorded maps b. Petitions c. Property valuations		- - -	- - -	Perm 2 3	Preserve pursuant to A.R.S. §39-101 After annexation date After annexation date
51	Certificate of sale		-	-	3	After recorded
52	Municipal audit reports, official copies (minimum 2)		-	-	10	After audit completed  <b>NOTE: Pursuant to A.R.S. § 9-481 one copy of the audit shall be sent to the Arizona State Library, Archives and Public Records.</b>
						<b>Supersedes Schedule Dated: September 15, 1999</b>

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**X** *Gladys L. Wells*  
Director, Arizona State Library, Archives and Public Records

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